

**TEXAS BOARD OF NURSING**  
**3.7.1.a. EDUCATION GUIDELINE**  
**Proposals for Curriculum Changes**

**Revised: 01/02/2013**

Rule 214.9 sets forth the requirements for vocational nursing education programs planning to implement a major curriculum change. Rule 215.9 sets forth the requirements for professional pre-licensure nursing education programs (diploma, associate degree, baccalaureate degree, or entry-level master's degree) planning to implement a major curriculum change

Rule 214.9(i) related to *Program of Study* requires that "Curriculum changes shall be developed by the faculty according to Board standards and shall include information outlined in the Board Education Guideline 3.7.1.a. Proposals for Curriculum Changes. The two (2) types of curriculum changes are:  
(1) Minor curriculum changes not requiring prior Board Staff approval, which may include:  
(A) Editorial updates of philosophy/mission and objectives/outcomes; or  
(B) Redistribution of course content or course hours; and  
(2) Major curriculum changes requiring Board Staff approval prior to implementation, which may include:  
(A) Changes in program philosophy/mission and objectives/outcomes which result in a reorganization or re-conceptualization of the entire curriculum, including but not limited to, changing from a block to an integrated curriculum;  
(B) Revisions in program hours; and (C) Addition/reduction of course(s) in the program of study."

Rule 215.9(i) related to *Program of Study* requires that "Curriculum changes shall be developed by the faculty according to Board standards and shall include information outlined in the Board Education Guideline 3.7.1.a. Proposals for Curriculum Changes. The two (2) types of curriculum changes are:  
(1) Minor curriculum changes not requiring prior Board Staff approval include:  
(A) Editorial updates of philosophy/mission and objectives/outcomes; or  
(B) Redistribution of course content or course hours; and  
(2) Major curriculum changes requiring Board Staff approval prior to implementation include:  
(A) Change in program philosophy/mission and objectives/outcomes which result in a reorganization or re-conceptualization of the entire curriculum, including but not limited to, changing from a block to an integrated curriculum;  
(B) The addition of transition course(s), tracks/alternative programs of study, including MEEP, that provide educational mobility; or  
(C) Mobility programs desiring to establish a generic program are treated as a new program and the appropriate proposal should be developed."

**VOCATIONAL NURSING EDUCATIONAL PROGRAMS HAVING FULL APPROVAL:**

Rule 214.9(k) related to *Program of Study* requires that "Nursing educational programs that have full approval status and are undergoing major curriculum changes shall submit an abbreviated proposal, as outlined in Board guidelines, to the Board office for approval at least four (4) months prior to implementation. The abbreviated proposal shall contain at least the following: (1) new and old philosophy/mission, major concepts, program objectives/outcomes, course objectives/outcomes; (2) new and old curriculum plans; (3) clinical evaluation tools for each clinical course; and (4) additional information, as requested, in order to provide clarity for Board staff."

**PROFESSIONAL PRE-LICENSURE NURSING EDUCATIONAL PROGRAMS WITH FULL APPROVAL:**

Rule 215.9(k) related to *Program of Study* requires that "Nursing educational programs that have full approval status and are undergoing major curriculum changes shall submit an abbreviated proposal, as outlined in Board guidelines, to the Board office for approval at least four (4) months prior to implementation. The abbreviated proposal shall contain at least the following: (1) new and old philosophy/mission, major concepts, program objectives/outcomes, course objectives/outcomes; (2) new and old curriculum plans; (3) clinical evaluation tools for each clinical course; and (4) additional information, as requested, in order to provide clarity for Board staff."

**VOCATIONAL NURSING EDUCATION PROGRAMS  
NOT HAVING FULL APPROVAL:**

Rule 214.9(l) related to *Program of Study* requires that “Vocational nursing education programs not having full approval status, but proposing a major curriculum change, shall submit a full curriculum change proposal, as outlined in Board Education Guideline 3.7.1.a., to the Board office and meet the requirements as outlined in subsection (i) of this section.”

**PROFESSIONAL PRE-LICENSURE NURSING  
EDUCATION PROGRAMS NOT HAVING FULL  
APPROVAL:**

Rule 215.9(l) related to *Program of Study* requires that “Professional nursing education programs not having full approval status, but proposing a major curriculum change, shall submit a full curriculum change proposal, as outlined in Board Education Guideline 3.7.1.a., to the Board office and meet the requirements as outlined in subsection (i) of this section.”

Rule 214.9(m) related to *Program of Study* requires that “All vocational nursing education programs implementing any curriculum change shall submit to Board Staff an evaluation of the outcomes of the implemented curriculum change through the first graduating class under the new curriculum.”

Rule 215.9(m) related to *Program of Study* requires that “All professional nursing education programs implementing any curriculum change shall submit to Board Staff an evaluation of the outcomes of the implemented curriculum change through the first graduating class under the new curriculum.”

**Important: Please note that references to Rule 214 and Rule 215 are not all inclusive.**

**Guidelines for Curriculum Changes:  
Full Proposal for a Major Curriculum Change  
Abbreviated Proposal for a Major Curriculum Change, and  
Requirements for Completing a Minor Curriculum Change**

**Major Curriculum Change**

The proposal should include:

- a. A cover letter
- b. Table of contents
- c. Introduction providing an overview of the proposal
- d. Body containing data-based arguments and explanations
- e. Conclusion summarizing the proposal
- f. Organization using sections of the guideline as subheadings
- g. Sequential numbering of pages
- h. Appendices (includes the syllabi)
- i. Tabs for easy reference

The proposal should emphasize that any curriculum changes are in compliance with Rule 214.9 or Rule 215.9. A plan for evaluating the curriculum changes shall be included in the Total Program Evaluation Plan.

**1. Introduction**

Provide a brief summary of the proposed change and a description of how the change will be implemented.

**2. Rationale** [Rule 214.7, Rule 215.7, Rule 215.9, Rule 214.9]

Include descriptions and discussion of data that led to decisions to make changes such as changes in nursing practice, responses to employer or graduate surveys, advisory committee minutes, course evaluation, or total program evaluation findings.

**3. Chart of Proposed Curriculum**

Submit curriculum charts of the current curriculum plan and the proposed curriculum plan, using the applicable attached form or use the form submitted to the Texas Higher Education Coordinating Board (THECB), if applicable.

**4. Concise presentation of proposed curriculum**

Include all of the following items:

- a. Philosophy or Mission and Goals or Objectives [Rule 214.5, Rule 215.5]
- b. Formula and rationale for classroom to clinical contact hour ratio [Rule 215.9]
- c. For each nursing course in the revised curriculum, submit syllabi which includes: [Rule 214.9, Rule 215.9]
  - (1) Course descriptions, including contact hours for theory and clinical/lab,
  - (2) Course objectives,
  - (3) Topical outlines of course content,
  - (4) Requirements for determining course grades, and
  - (5) Methods to evaluate student performance, including clinical evaluation tools.

**Note:** Laboratory time is considered a component of clinical, therefore, evaluation criteria/tools for **each lab component** are to be submitted.

**5. Timetable for implementation of proposal**

The proposal should be submitted at least four (4) months prior to the planned date of implementation in order to allow adequate time for completion of the Board Staff approval process and the THECB approval process, if applicable. Include a schedule of the first semester when each new course will be taught, a schedule of the last semester when each old course will be phased out, and the date that the first cohort of graduates will complete the program under the revised curriculum. Proposals must adequately address all areas outlined in the guidelines before staff will approve implementation of the major curriculum change.

**6. Students** [Rule 214.8, Rule 215.8]

Address as applicable:

- a. Explanation of the effects the revised curriculum will have on currently enrolled students and students on a

waiting list. Include contingency plans for students who drop/fail/ and seek readmission under the revised curriculum.

b. Description of anticipated student population.

c. Projected changes in enrollment numbers during implementation and phase-out periods. Consider availability of financial and physical resources, clinical resources, and qualified faculty.

d. Method of selection of students and admission criteria, if changed.

e. Discussion of the advanced placement policy/mobility options

f. Articulation plans or agreements, as appropriate.

**7. Faculty** [Rule 214.7 & 214.10 or Rule 215.7 & 215.10]

a. Explanation of the effects the changes will have on current faculty.

b. Explanation of the number of faculty needed to implement the proposed changes.

c. Description of the qualifications for faculty to be assigned to teach revised courses.

d. Plans for recruitment of qualified faculty, if applicable.

e. Plans for faculty development, if applicable.

f. Plans for use of preceptors and/or teaching assistants. Include a sample preceptor agreement if applicable.

**8. Support Staff** [Rule 214.6, Rule 215.11]

a. Explanation of the effects of the changes on current support staff, i.e., secretaries, clerks, learning resources, and skills laboratory staff.

b. Discussion of the number of additional support staff needed to implement the proposed changes.

**9. Educational Resources and Facilities** [Rule 214.11, Rule 215.11]

a. Description of how the following educational facilities will be adjusted to accommodate the implementation of the proposed curriculum changes (as applicable):

1. classroom space,
2. conference rooms,
3. faculty office space.
4. skills laboratory
5. other technology

b. Explanation and cost of additional purchases required to meet the teaching/learning needs of faculty and students:

1. library resources,
2. skills laboratory,
3. media resource learning center (hardware and software), and
4. computer resources (hardware and software).

**10. Affiliating Agencies** [Rule 214.10, Rule 215.10]

a. Explanation of the effects proposed changes will have on current and new affiliating agencies used for clinical experiences.

b. Explanation of how agencies may be used differently to implement the changes. Enclose letters from nursing administrators that indicate how many students can be accommodated for clinical experiences in each of the patient/client care areas, i.e., medical-surgical, maternity, pediatrics, mental health, community health, leadership/management, home health, ambulatory care, and supplemental clinical experiences, as appropriate to the type of nursing education program.

c. Explanation of how curriculum changes and expectation for students' clinical experiences will be communicated to current students and to affiliating agencies.

**11. Financial Support** [Rule 214.6, Rule 215.6]

a. Documentation of administrative commitment (letter from the President or CEO/CFO) to provide adequate financial support and the educational resources necessary to implement the proposed changes.

b. Evidence of the source of financial support to implement the proposed changes.

c. Tentative budget for implementation and continuation of the proposed changes at least through one graduating class under the revised curriculum.

**12. Documentation of approval from the Texas Higher Education Coordinating Board, if applicable**

*Submit written verification that the curriculum change has been approved by THECB, if applicable.*

**13. Evaluation of the implementation of the proposal. [Rules 214.13, 215.13]**

- a. Outline how the effectiveness of the new curriculum will be evaluated in the Total Program Evaluation Plan.
- b. Description of the methods that will be used in the evaluation.

**Abbreviated Major Curriculum Change [Rule 214.9, Rule 215.9]**

1. Submit to Board Staff at least four (4) months prior to planned implementation date.
2. Include a cover letter with the proposal that provides a brief summary of the proposed change, including rationale and planned implementation date.
3. Submit new and old philosophy/mission, major concepts, program objectives/outcomes, course objectives/outcomes.
4. Include current and proposed curriculum plans which reflects theory, lab/clinical hours for each course in the program.
5. Include clinical evaluation tools for each clinical course; and
6. Provide additional information as requested by Board Staff in order to provide clarity.

**Minor Curriculum Changes [Rule 214.9, Rule 215.9]**

Minor curriculum changes do not require Board Staff approval. The following are some examples:

- (A) editorial updates of philosophy/mission, program objectives/outcomes, and course objectives/outcomes;
- (B) redistribution of course content/course hours; and
- (C) change in academic support courses.

**Board Notification [Rule 214.9, Rule 215.9]**

Notification of changes and evaluation of the outcomes of these changes shall be submitted annually to the Board Staff through the first graduating class.

**-Sample-  
Vocational Nursing Education Program  
Proposed Curriculum Chart**

**Name of Program/School:**

**Type of Program:**

First Semester/Level	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours
<b>Totals</b>						
Second Semester/Level	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours
<b>Totals</b>						
Third Semester/Level	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours
<b>Totals</b>						
	<b>GRAND TOTAL</b>					

- Convert form headings to quarters if using the quarter system.
- Lecture, laboratory, clinical hours = number of contact hours per week in a semester allocated to lecture/didactic, on-campus laboratory, and clinical experiences.
- Add additional semesters/levels as needed.
- Semester credit hours may not be applicable to all programs.

**-Example of a Completed-**

**Curriculum Chart for a Vocational Nursing Education Program**

Name of Program/School: Happy Hollow VN Program

Type of Program: VN

First Semester/ Level	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours
VN 100	Introduction to Vocational Nursing	NA	48			48
VN 102	Medical Terminology	NA	32			32
VN 103	Anatomy and Physiology	NA	64			64
VN 104	Fundamentals of Nursing - Theory	NA	64			64
VN 114	Fundamentals of Nursing - Clinical	NA		108	148	256
<b>Totals</b>		NA	208	108	148	464
Second Semester/ Level	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours
VN 200	Pharmacology	NA	48			48
VN 202	Professional Development	NA	32			32
VN 203	Med/Surg I - Theory	NA	48			48
VN 213	Med/Surg I - Clinical	NA		40	88	128
VN 204	Med/Surg II - Theory	NA	48			48
VN 214	Med/Surg II - Clinical	NA		18	110	128
VN 205	Mental Health - Theory	NA	32			32
VN 215	Mental Health - Clinical	NA		2	62	64
<b>Totals</b>			208	60	260	528
Third Semester/ Level	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours
VN 300	Maternal/Child -Theory	NA	64			64
VN 310	Maternal/Child - Clinical	NA		8	72	80
VN 302	Med/Surg III - Theory	NA	80			80
VN 312	Med/Surg III- Clinical	NA			240	240
<b>Totals</b>			144	8	312	464
	<b>GRAND TOTAL</b>		560	176	720	1456

- Convert form headings to quarters if using the quarter system.
- Lecture, laboratory, clinical hours = number of contact hours per week in a semester allocated to lecture/didactic, on-campus laboratory, and clinical experiences.
- Add additional semesters/levels as needed.
- Semester credit hours may not be applicable to all VN programs.

**-SAMPLE-  
VOCATIONAL NURSING EDUCATION PROGRAM  
CONTENT ANALYSIS OF PROPOSED CURRICULUM**

**PROGRAM NAME:** \_\_\_\_\_

\* This document is provided as a guide to analyze content in the proposed curriculum. Form may be duplicated.

**Number of Clock Hours**

**\*Match clock hours to courses list in Column #2, not to BON required content in Column #1.**

BON REQUIRED CONTENT	COURSES THAT INCLUDE CONTENT IN COLUMN #1	THEORY CLOCK HOURS	LAB/ CLINICAL CLOCK HOURS	Level or Semester
Anatomy & Physiology				
Nutrition				
Vocational Nursing Skills				
Mental Health and Mental Illness				
Pharmacology				
Nursing Care of Adults - Medical/Surgical				
Geriatrics				
Maternity Nursing				
Nursing Care of Children				
Growth and Development				
Other:				
Other:				
Other:				
TOTALS				
		Minimum 558 hours	Minimum 840 hours	
<b>TOTAL PROGRAM CLOCK HOURS:</b>				

**GRADING SCALE:**

A =
B =
C =
D =
OTHER



**-Sample-  
Proposed Curriculum Chart  
Professional Nursing Education Program**

Name of Program/School:

Type of Program:

**FIRST YEAR**

First Semester	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours
<b>Totals</b>						
Second Semester	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours
<b>Totals</b>						
Third or Summer Semester	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours
<b>Totals</b>						

**SECOND YEAR**

First Semester	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours
<b>Totals</b>						

  

Second Semester	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours

  

Third or Summer Semester	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours
<b>Total</b>						
	<b>GRAND TOTAL</b>					

\* Convert form headings to quarters if using the quarter system.

\* Lecture, laboratory, clinical hours = number of contact hours per week in a semester allocated to lecture/didactic, on-campus laboratory, and clinical experiences.

**Note:** Professional nursing education programs should refer to the Education Guideline for determining Ratio of Clinical/Laboratory Hours to Classroom Hours. This information is to be used in calculating the ratio of clinical: lecture hours.

## -Example of a Completed- Curriculum Chart for a Professional Nursing Education Program

Name of Program/School:

Type of Program: ADN

### FIRST YEAR

#### First Semester\*

<u>Course Number / Course Title</u>	<u>Lec** Hrs</u>	<u>Lab** Hrs</u>	<u>Clin** Hrs</u>	<u>Con Hrs</u>	<u>Cred Hrs</u>
Eng 101      English Comp I	3	0	0	48	3
Bio 101              Biology	3	0	0	48	3
Math 106      Math for Sciences	3	0	0	48	3
Nur 101              Nursing I	3	4	6	256	6
<b>Totals</b>	<b>12</b>	<b>4</b>	<b>6</b>	<b>400</b>	<b>15</b>

#### Second Semester

<u>Course Number / Course Title</u>	<u>Lec** Hrs</u>	<u>Lab** Hrs</u>	<u>Clin** Hrs</u>	<u>Con Hrs</u>	<u>Cred Hrs</u>
Bio 110 Anatomy & Phys 1	3	2	0	120	4
Psy 101 Dev. Pscyh	3	0	0	48	3
Nur 110 Nursing II	3	2	12	272	6
Elective Elective	3	0	0	48	3
<b>Totals</b>	<b>12</b>	<b>4</b>	<b>12</b>	<b>488</b>	<b>16</b>

#### Third or Summer Semester

<u>Course Number / Course Title</u>	<u>Lec** Hrs</u>	<u>Lab** Hrs</u>	<u>Clin** Hrs</u>	<u>Con Hrs</u>	<u>Cred Hrs</u>
Nur 212 Nursing III	3	2	12	272	6
<b>Totals</b>	<b>3</b>	<b>2</b>	<b>12</b>	<b>272</b>	<b>6</b>

### SECOND YEAR

#### First Semester

<u>Course Number / Course Title</u>	<u>Lec** Hrs</u>	<u>Lab** Hrs</u>	<u>Clin** Hrs</u>	<u>Con Hrs</u>	<u>Cred Hrs</u>
Eng 201      English Comp II	3	0	0	48	3
Bio 210      Anatomy & PhysII	3	2	0	120	4
Nur 222              Nursing IV	3	2	16	336	8
<b>Totals</b>	<b>9</b>	<b>4</b>	<b>16</b>	<b>504</b>	<b>15</b>

#### Second Semester

<u>Course Number / Course Title</u>	<u>Lec** Hrs</u>	<u>Lab** Hrs</u>	<u>Clin** Hrs</u>	<u>Con Hrs</u>	<u>Cred Hrs</u>
Spe 101              Speech	3	0	0	48	3
Soc 101              Intro to Soc.	3	0	0	48	3
Nurs V              Nursing V	3	0	24	432	7
Nurs VI              Nursing Issues	3	0	0	48	3
<b>Totals</b>	<b>12</b>	<b>0</b>	<b>24</b>	<b>576</b>	<b>16</b>

**THIRD and FOURTH YEAR – as appropriate**

<u>Course Number / Course Title</u>	<u>Lec** Hrs</u>	<u>Lab** Hrs</u>	<u>Clin** Hrs</u>	<u>Con Hrs</u>	<u>Cred Hrs</u>
<b>Grand Total</b>	<b>48</b>	<b>14</b>	<b>70</b>	<b>2240</b>	<b>68</b>

\* Convert from headings to quarters if using the quarter system.

\*\* Lecture, laboratory, clinical hours = number of contact hours per week in a semester allocated to lecture/didactic, on-campus laboratory, and clinical experiences.

**Note:** Pre-licensure professional nursing education programs should refer to the guideline, Ratio of Classroom to Laboratory/Clinical Hours for Pre-Licensure Nursing Education Programs.

**-SAMPLE-  
CURRICULUM ANALYSIS**

**PROGRAM** \_\_\_\_\_

\* This document is provided only as a guide for analysis of your curriculum. This document and the components included in the table can serve as a guide when developing a form specific to your proposed program.

<b>COURSE TITLE/NUMBER</b>						
<b>PHILOSOPHY/MISSION</b>						
<b>CONCEPTUAL FRAMEWORK</b>						
<b>PROGRAM OUTCOMES/OBJECTIVES</b>						
- Reflects Major Concepts						
<b>COURSE OUTCOMES/OBJECTIVES</b>						
- Reflects Progression						
- Reflects Major Concepts						
<b>CURRICULUM</b>						
- Comprehensive Content						
- Content Organized						
- Reflects Philosophy/concepts						
- Reflects Progression of Content						
- Current Issues						
- DEC's						
<b>CLASS/CLINICAL RATIO</b>						
<b>CLINICAL EVALUATION TOOLS</b>						
- Grading Criteria						
- DEC's						
- Evidence of Progression of Expectations						
- Critical Elements identified						
- Interrater Reliability						
<b>EXAMINATION</b>						
- Appropriate Leveling (There should be no Knowledge or Comprehension questions after Fundamentals)						
- Reflects DEC's						
-Incorporates NCLEX Test Plan						
- Item Analysis						